

Lansing, Michigan

September 17, 2002

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, September 17, 2002, at 11:00 a.m.

Present: Brian DeBano, Director of State Government Affairs, representing John Engler, Governor, Chairperson
 David Hildenbrand, Deputy Chief of Staff, representing Dick Posthumus, Lt. Governor
 Deborah A. Devine, Assistant Attorney General, representing Jennifer M. Granholm, Attorney General
 Mary G. MacDowell, Deputy State Treasurer, representing Douglas B. Roberts, State Treasurer
 A. Edwin Dore, Deputy Secretary of State, representing Candice Miller, Secretary of State

Arlene Oisten, Secretary of the State Administrative Board

Absent: Thomas D. Watkins, Superintendent of Public Instruction
 Greg Rosine, Director of the Department of Transportation

Others Present:

Ronald Emery, Socorro Guerrero, Department of Attorney General;
Sherita Calloway, Wes Van Malsen, Department of Career Development;
Kristi Broessel, Department of Community Health; Karen Kalis,
Department of Information Technology; Dawn Akers, Sharon Powell,
Helen Weber, Family Independence Agency; Sherry Bond, James Burris,
Kathy Jones, Arlene Oisten, Department of Management and Budget;
Sheryl Holcomb, Randy Knapp, Pam Lavender, Darby Schlagheck of
Department of Transportation

1. CALL TO ORDER:

Mr. DeBano called the meeting to order. Reverend Gordon Weller of St. Paul's Episcopal Church in Lansing gave the invocation. Mr. DeBano then led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Mr. Hildenbrand moved that the minutes of the State Administrative Board for the regular meeting of September 3, 2002 be approved as distributed. Mr. Dore supported the motion, and it was unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD

None

4. COMMUNICATIONS:

Correspondence from Roy A. Pentilla, Department of Treasury, with the attached summary and detail investment holding reports for the Veterans' Benefit Trust Fund for the quarter ending June 30, 2002, and a report of investment transactions for the quarter ending June 30, 2002, in accordance with a resolution adopted by the State Administrative Board July 9, 1985.

Ms. MacDowell moved that the Board accept the report for the Veteran's Benefit Trust Fund as submitted. Mr. Dore supported the motion and it was unanimously adopted.

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

Certified Retention and Disposal Schedule(s):

City of Lansing, Lansing Police Department, 8/26/02

Retention and Disposal Schedule(s):

Department of Attorney General, Agriculture Division, 5/22/02

Department of Attorney General, Civil Rights and Civil Liberties Division,
5/17/02

Department of Attorney General, Appellate Division, 6/4/02
Department of Attorney General, Community Health Division, 6/13/02
Department of Attorney General, Insurance and Banking Division,
6/13/02
Department of Attorney General, Prosecuting Attorneys Appellate Service,
6/7/02
Department of Attorney General, Public Service Division, 6/12/02
Department of Attorney General, Children and Youth Services Division, 5/30/02
Department of Attorney General, Criminal Division, 5/29/02
Department of Attorney General, Economic and Career Development, 6/6/02
Department of Attorney General, Natural Resources and Environmental
Quality, 5/21/02
Department of Transportation, Region Office, 6/10/02
Department of Transportation, Highway and Technical Services, Construction
and Technology Division, 6/10/02
Department of Transportation, Highway and Technical Services, Design
Division, 6/10/02
Department of Treasury, Office of Internal Audit, 7/18/02

Mr. Dore moved that the State Administrative Board approve the Certified Retention and Disposal Schedule and the Retention and Disposal Schedules. The motion was supported by Ms. MacDowell and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:
(Please see the following pages)

There was no Finance and Claims Committee Report presented at this meeting.

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Ms. MacDowell presented the Building Committee Report covering the regular meeting held September 11, 2002. After presentation and review of the forgoing Committee Report, Ms. MacDowell moved that the regular Building Committee Report of September 11, 2002 be approved. The motion was supported by Mr. Hildenbrand and unanimously approved.

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Mr. Dore presented the Transportation and Natural Resources Committee Reports for the regular meeting of September 11, 2002 and the special meeting of September 17, 2002. After review of the forgoing Transportation and Natural Resources Committee Reports, Mr. Dore moved that the Transportation and Natural Resources Committee Reports covering the regular meeting held September 11, 2002 and the special meeting held September 17, 2002 be approved and adopted noting the withdrawals of items 2 and 32 of the regular agenda at the regular meeting and the additional withdrawal request of items 26 and 27 of the regular agenda at the request of the Department of Transportation. Supported by Mr. Hildenbrand, the motion was unanimously adopted.

8. MOTIONS AND RESOLUTIONS:

Mr. DeBano presented a letter from the Governor of congratulations to Ms. Oisten on her retirement from State Government.

Ms. Oisten thanked the Board for the opportunity to serve such a wonderful group of people during her tenure as Secretary.

9. ADJOURNMENT:

Mr. Hildenbrand moved the meeting be adjourned. The motion was supported by Mr. Dore and unanimously approved. Mr. DeBano adjourned the meeting.

SECRETARY

CHAIRPERSON